MANAGEMENT STANDARDS SERIES

MANUAL

FOR THE

CORPORATE COMMITTEES

OF THE

MINISTRY OF THE ENVIRONMENT

DECEMBER, 1982

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Ministry of the Environment

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The Honourable
Keith C. Norton, Q.C.,
Minister

Gérard J. M. Raymond
Deputy Minister

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MANUAL
FOR THE
CORPORATE COMMITTEES
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Office of the Deputy Minister
December 1982

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INTRODUCTION

The purpose of this Manual is to outline the Terms of Reference for the Ministry of the Environment's Corporate Committees.

These Terms of Reference include the following components:

- Roles and Responsibilities
- Membership
- Operations Procedures
- Submission Requirements
- Analytical and Technical Support.

OBJECTIVES

The objectives of establishing these Terms of Reference for the Corporate Committees are the following:

1. To ensure the efficient operation of the decision-making processes of the Ministry;

2. To guide discussion on matters of Ministry-wide importance;

3. To maximize the efficient utilization of senior management and staff resources; and

4. To ensure follow-up and the efficient implementation of Ministry decisions by the operating Divisions.

5. To facilitate the exchange of information;

RATIONALE

The efficient functioning of the Ministry's Corporate Committees requires the development of an integrated and coordinated approach to the discussion and review of policy matters at the highest management level.

Clearly established Terms of Reference including uniform Submission Requirements should be followed:

- to have a regular, formal, and systematic policy discussion structure at the corporate level;

- to have regulated scheduling of items for weekly meetings to maintain efficiency in the use of time and human resources;

- to have consistency in the submission of items for consideration;

- to ensure policy submissions are brief, concise, complete, and clearly expressed;

- to translate a Corporate Committee submission into a Cabinet Submission with minimum re-working when necessary; and

- to share information items that may act as initiating elements for the development of new policy considerations.

THE CORPORATE COMMITTEES

1. EXECUTIVE COMMITTEE

The Executive Committee is the highest decision-making body in the Ministry. The Committee, exercises the following responsibilities:

A. Roles and Responsibilities

- To decide on Ministry policy, and
- To decide on the Ministry's strategic direction.

B. Membership

The Committee has the following membership:

- Minister
- Deputy Minister
- Associate Deputy Minister, Intergovernmental Relations and Strategic Projects Division
- Assistant Deputy Minister, Environmental Planning Division
- Assistant Deputy Minister, Regional Operations Division
- Executive Director, Finance and Administration Division
- Senior Advisor to the Minister.

- Director, Policy and Planning Branch

- Special Assistant to the Minister (at the pleasure of the Minister)

- Communications Advisor to the Minister (at the pleasure of the Minister)

- Executive Assistant to the Deputy Minister (also to serve as Executive Secretary)

- Director, Legal Services Branch (at the pleasure of the Deputy Minister)

- Director, Communications Branch (at the pleasure of the Deputy Minister).

Modus Operandi

All items considered by the Executive Committee will be sponsored and introduced by a member of the Committee. The introducing member must be prepared to act as a proponent of the item and support it in detail. Staff assistance is to be used only where necessary. The

introducing member will ensure that all necessary documents in the approved format are provided in advance of the presentation (as detailed below).

The Executive Secretary

The Executive Secretary of the Executive Committee has the following responsibilities:

1. management of the Agenda (as detailed below);

2. preparation of a Record of Meeting;

3. preparation of Memoranda of Direction for the Deputy Minister's signature for items requiring further action;

4. ensure that the decisions of the Committee are implemented in keeping with set target dates;

5. monitoring the status of all submissions to the Committee;

6. ensure that documents are distributed to committee members;

7. maintain an up-to-date list of future agenda items.

C. Operations Procedures

The Executive Committee observes the following operations rules:

1. Meeting Schedule

. meetings each Monday in the Executive Boardroom of 135 St. Clair Avenue West immediately following the Management Committee Meeting.

2. Agenda and Record of Meeting

(a) Agenda to be distributed by the Secretary by 4:30 p.m. of Wednesday prior to meeting;

(b) confirmation of Agenda placement with proponents by Secretary before final agenda is released;

(c) future items for Committee consideration to be sent by members to Executive Secretary.

(d) members will submit twelve copies of documentation to the Secretary not later than one week before the proposed meeting.

3. Documentation

Documentation required for the operation of the Executive Committee is described below. The diagram in Appendix A - Processing of Submission to Corporate Committees outlines the information flow envisaged:

(a) a completed Status Form (Appendix B) is to be submitted with the proposed submission;

(b) the Executive Secretary will maintain and update the Status Form in a permanent file;

(c) submissions and supporting documentation (twelve copies) are to be sent by Committee member to the Executive Secretary and to Policy and Planning Branch one week prior to the proposed meeting;

(d) documentation will be distributed by the Executive Secretary to members with the next available Agenda.

(e) members updates on continuing topics should be cleared with the Executive Secretary prior to the meeting and such updates will be cross referenced with previous minutes.

(f) the Executive Secretary has the responsibility for preparing and circulating a Record of Meeting to all Committee members including necessary follow-up action and a list of upcoming items.

(g) the Executive Secretary has the responsibility for preparing a Memorandum of Direction for the Deputy

Minister's signature for items requiring future action.

4. Approval In Principle

- where extensive documentation is required to implement Committee decisions, Committee "approval in principle" of policy proposals is based upon submission and supporting documentation;

- once "approval in principle" is given, necessary documentation is prepared for final approvals and signatures as required.

D. Submission Requirements

The Committee member proposing a submission has the responsibility for ensuring that the proper policy development has been carried out beforehand. The paper "Policy Analyst's Guide to Policy Development" should be used to assist in the preparation of submissions.

All submissions to the Executive Committee must follow the format outlined below and must be accompanied by

a completed Status Form. Submissions should include information under each heading expressed in short sentences, and in point form where possible:

1. Submission Format

a. Purpose of Presentation

- one sentence statement of the purpose;

b. Policy Need

- statement of problem or issue;
- justification of need for MOE policy should be included;
- supporting information in point form where needed.

c. Policy Options

- brief profile of policy options considered is needed.

d. Evaluation of Options

- advantages and disadvantages of each option required;
- resource requirements and legislative requirements stated;
- implementation requirements listed.

e. Economic Impact

f. Communications Plan

g. Recommendation

- preferred option presented with implementation plans.

h. Special Requirements

- additional information under special headings included as required.

2. Use of Visual Aids

- the use of visual aids should be considered;

- visual aids are not required in every case;

- the proponent of the submission is responsible for producing, and managing any visual aids that may be required.

3. Time Limits on Presentations

- presentation including discussion and decisions are to be concise and conducted in a business-like fashion;

E. Analytical and Technical Support

- analytical and technical support are provided by Policy and Planning Branch;

- it is the responsibility of each proponent to consult with Policy and Planning Branch to ensure that submissions and supporting

documentation meet Committee requirements, and that a rigorous analytical review has been conducted by the Policy and Planning Branch.

2. MANAGEMENT COMMITTEE

The Management Committee is the highest administrative decision-making body in the Ministry. The Committee, chaired by the Deputy Minister, exercises the following responsibilities under the authority of the Deputy Minister as the chief administrative officer:

A. Roles and Responsibilities

- to resolve management and operational issues;

- to approve policies developed and recommended by the Policy Development and Coordination Committee;

- to implement management and operational plans necessary to activate policy decisions and strategic plans.

B. Membership

Under the Chairmanship of the Deputy Minister, the Committee has the following membership:

- Associate Deputy Minister, Intergovernmental Relations and Strategic Projects Division
- Assistant Deputy Minister, Environmental Planning Division
- Assistant Deputy Minister, Regional Operations Division
- Executive Director, Finance and Administration Division
- Director, Policy and Planning Branch
- Executive Assistant to Deputy Minister
- Delegate(s) of the Minister (at the pleasure of the Minister).

Modus Operandi

Committee members are to follow the same approach as that described for the Executive Committee (page 4).

The Secretary

The Secretary of the Management Committee fulfills the same responsibilities for the Executive Committee and the Management Committee.

C. Operations Procedures

The Management Committee observes the same operations procedures as the Executive Committee with the following change:

1. Meeting Schedule

- meetings each Monday, 8-10 a.m. in the Executive Boardroom of 135 St. Clair Avenue West.

D. Submission Requirements

Items that originate within the Policy Development Process are required to meet the requirements detailed in the Policy Analyst's Guide to Policy Development including the Submission Requirements which are shared by the Executive Committee and the Management Committee as outlined in Appendix C.

All submissions to the Management Committee must follow the format outlined above (pp. 11-12) and in Appendix C.

E. Analytical and Technical Support

- analytical and technical support are provided by Policy and Planning Branch;

- it is the responsibility of each proponent to consult with Policy and Planning Branch to ensure that submissions and supporting documentation meet Committee requirements, and that the submission has undergone the analytical review incumbent upon the Policy and Planning Branch.

3. STRATEGIC PLANNING COMMITTEE

A. Roles and Responsibilities

- to direct strategic planning research;
- to recommend strategic plans to the Management and Executive Committees.

B. Membership

- Assistant Deputy Minister, Environmental Planning Division
- Director of Policy and Planning Branch - Chairman
- Director, Air Resources
- Director, Water Resources
- Director, Waste Management
- Director, Hazardous Contaminants and Standards
- Director, Laboratory and Applied Research
- Director, Environmental Approvals and Project Engineering
- Senior Policy Analysts (2), Policy and Planning Branch.

4. POLICY DEVELOPMENT AND COORDINATION COMMITTEE

A. Roles and Responsibilities

- to indentify issues requiring policy development;

- to identify responsibility for policy development;

- to ensure proper development of Ministry policy through the policy development process;

- to recommend policy options to the ADM, Environmental Planning Division and to the Executive and Management Committees including Legislative changes and regulations.

B. Membership

- Assistant Deputy Minister, Environmental Planning Division

- Director of Policy and Planning Branch - Chairman

- Director Air Resources

- Director Water Resources

- Director Waste Management

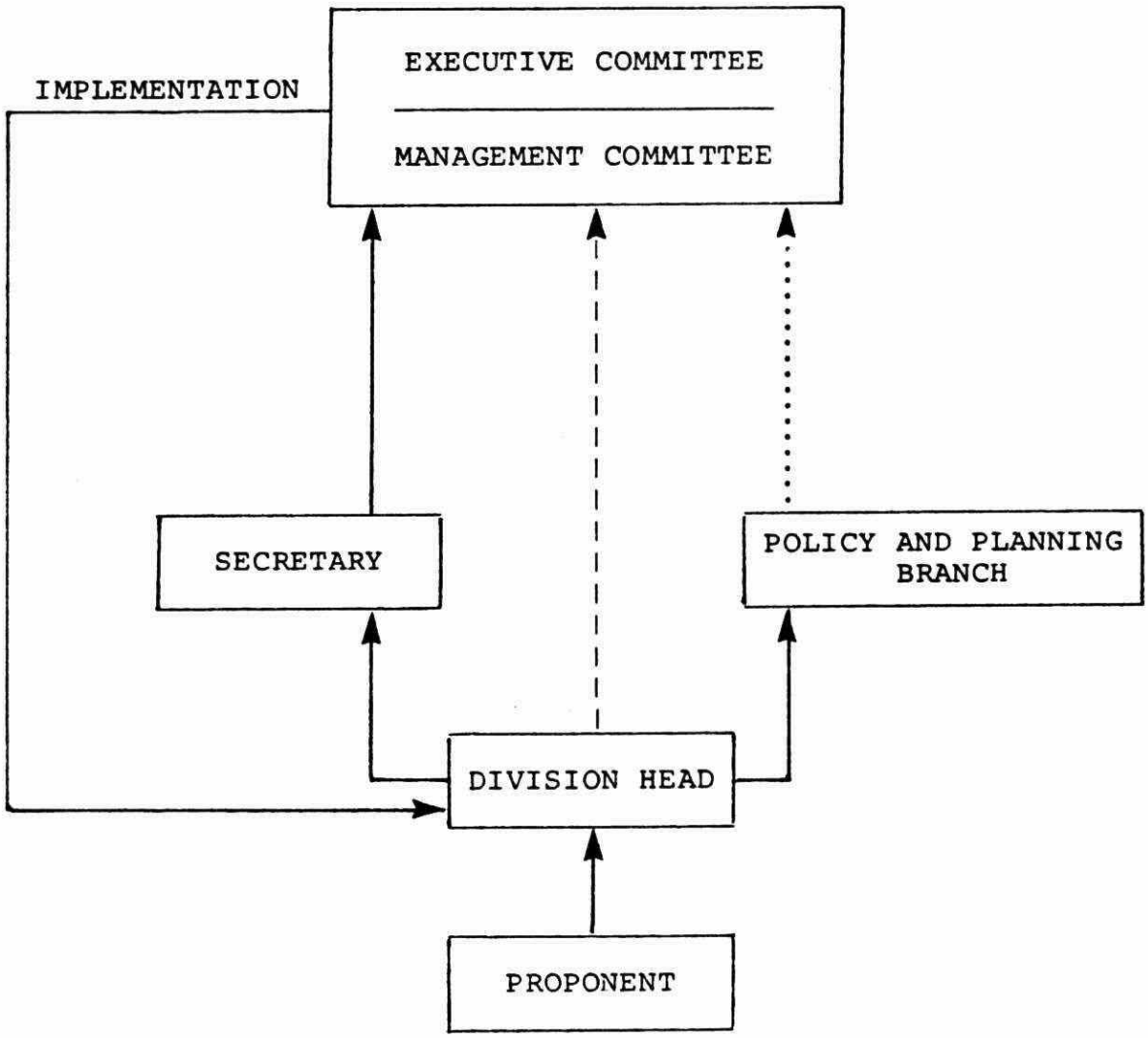
- Director Environmental Approvals and Project Engineering

- Director Legal Services

- Director Central Region

APPENDIX A

PROCESSING OF SUBMISSIONS
TO
CORPORATE COMMITTEES



Key:

——➤ Submission/Decision

– – ➤ Presentation

····➤ Analytical and Technical Support

APPENDIX B

SUBMISSION TO EXECUTIVE/MANAGEMENT COMMITTEE

TITLE:

Originator(s):	Initials	Date
Division Head		
Director		
Analysis and Review:		
Director, Policy & Planning		
Director, Legal Services		
Director, Communications		

Scheduling:	Date
Received by Executive Secretary	
For Management Meeting	
For Executive Meeting	
Bring Forward	

Committee Discussion:			
Meeting No.	Status	Date	Further Action Assigned to:

STATUS CODE
C - Completed
P - Partially Completed
D - Deferred
W - Withdrawn
R - under Review

MEETING NO. CODE
EC - Executive Committee MC - Management Committee
Example: EC - 1-82 - 1:1
Committee Meeting Item

e. Economic Impact

f. Communications Plan

g. Recommendation

- preferred option presented with implementation plans.

h. Special Requirements

- additional information under special headings included as required.

2. Use of Visual Aids

- the use of visual aids should be considered;
- visual aids are not required in every case;
- the proponent of the submission is responsible for producing, and managing any visual aids that may be required.

3. Time Limits on Presentations

- presentation including discussion and decisions are to be concise and conducted in a business-like fashion;
- proponents are responsible for providing proper supporting documentation to allow Committee consideration within the time allotted.

APPENDIX D

RECORD OF MEETING

MINISTRY OF ENVIRONMENT EXECUTIVE/MANAGEMENT COMMITTEE

Committee: Executive _____ Meeting #:

Management _____ Date:

Location:

Participants:

Agenda Item:

Action: